



# Guide to Voter Registration Drives



Durham County Board of Elections



## **Durham County Board of Elections**

706 W. Corporation St.  
Durham, NC 27701

PO Box 868  
Durham, NC 27702

Main: (919) 560-0700

Fax: (919) 560-0688

Web: [www.durhamcountync.gov/elect](http://www.durhamcountync.gov/elect)

Email: [elections@durhamcountync.gov](mailto:elections@durhamcountync.gov)

A reference tool to help Durham County citizens conduct effective voter registration drives

September, 2010



**So, you want to conduct a Voter Registration Drive**



The decision to conduct a voter registration drive is an important one and should be taken very seriously. Voter registration is fundamental to the election process. Assisting qualified citizens in becoming voters and involving them in the democratic process is a worthy cause, and you are commended for your efforts. Here are a few important facts of which you should be aware:

The people you assist in this process may entrust you or your group to deliver their applications to the Durham County Board of Elections by the registration deadline. Timely delivery of the completed applications is a most critical responsibility of the persons conducting drives. **State law makes it a crime for you to fail to deliver applications by the 25<sup>th</sup> day before the election deadline.**

Federal law prohibits payments for registering to vote, intimidation in registering or voting, coercion of certain political activity that could be associated with voter registration, and voter fraud.

**It is critical that all workers involved in your voter registration drive review this guide before conducting the drive.** Recent federal law requires that certain application information must be completed in order for the application to be processed. It is your responsibility to insure that registrants know how to properly fill out the form. You may assist the applicant in filling out the form, but you should only put in information as directed by the applicant. The applicant must always sign or mark the application even if they dictated all the information.

The Durham County Board of Elections strives for 100% registration of all eligible citizens. Your participation in extending the franchise to unregistered individuals and in helping update the voter registration records of existing registrants is sincerely appreciated. **If you have any questions or concerns after reviewing this guide, please contact us at 560-0700.**

Thank you again for your efforts. We wish you a very successful voter registration drive.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael H. Ashe".

Michael H. Ashe  
Director of Elections

**Do Not “hold on” to the voter’s applications/update forms!  
Turn them in as soon as possible for immediate processing. It’s the law!**

**Please instruct applicants to PRINT neatly and legibly!**



★ ★ ★ ★ ★ Requesting Voter Registration Applications/Update Forms ★ ★ ★ ★

Voter registration applications may be obtained free of charge at the Board of Elections office located at 706 W. Corporation Street in downtown Durham. They can also be downloaded from our website at [www.durhamcountync.gov/elect](http://www.durhamcountync.gov/elect), and are available at all County Libraries and other County Agencies.

Requests for voter registration applications in quantities of 500 or more require submission of a request form that outlines the planned use of the applications. The request form must also include the requestor's full name, physical address, mailing address (if different from physical address), telephone number, and email address. Request forms are available at the Board of Elections office, or see attached.

In order to be eligible to vote in an election, a registrant's voter registration application must be submitted by the deadline, either hand delivered to the Board of Elections office by 5:00 p.m. on the 25<sup>th</sup> day before the election or postmarked by the 25<sup>th</sup> day before the election. If individuals or groups fail to submit voter registration forms to the Board of Elections before the deadline, the applications will not be processed until after the upcoming election.

Applicants who want to take their application form home with them to mail in at a later date may do so. You may also give them additional forms for their friends or family.

After a voter's registration application is processed, a verification card is mailed to the voter verifying name, address, and other information. The card also lists the voter's assigned polling place. If information on the verification card has changed or is incorrect, the voter should make changes in the space provided on the card and return it to the Board of Elections. Otherwise, the voter should keep the card.

**The Voter Registration Form may be used  
by a North Carolina Resident:**

- To register to vote in your county of residence;
- To Pre-register to vote if you are 16 or 17 years old;
- To change your name and/or address in the county you are currently registered; or
- To declare a party affiliation or change party affiliation

**Please Do Not “hold on” to the voter’s applications/update forms!  
Turn them in as soon as possible for immediate processing. It’s the Law!**

**Please instruct applicants to PRINT neatly and legibly!**

You can submit your completed application by mail to **Board of Elections, PO Box 868, Durham, NC 27702**; or, you can drop them off at **706 W Corporation Street, Durham, NC 27701**, if you prefer.

If you have any questions, please call the Board of Elections at (919) 560-0700.

All workers involved in your voter registration drive **must** know the Qualifications and Requirements for voter registrations before conducting the drive.

### Qualifications

- You may register to vote only in the county in which you reside.
- You must be a US citizen by birth or naturalization.
- You must be at least 18 years of age by General Election Day. 17 year old citizens may register and are eligible to vote in the Primary if they will be 18 before the date of the General Election. 16 year old citizens may pre-register. The Durham County Board of Elections will notify them via mail when they become eligible to vote.
- If convicted of a felony, you may register to vote only after you have completed your sentence, including probation or parole. Once you have done that, North Carolina automatically restores your citizenship rights including your right to vote. No special document is needed.\*

### Requirements

- To be eligible to vote in the county you are registering in, you must have resided in that county for at least 30 days before the day of the election.
- If you are registering by mail, and cannot provide a valid ID number in Section 3, you must submit a copy of one of the following forms of current and valid identification with this application. If you do not provide this information, you will be required to provide one of these forms of ID to an election official when you vote for the first time in this county:
  - A current and valid photo identification
  - A current utility bill, or bank statement, government check or paycheck, or a government document that shows your name and address as it appears on this application.

### Registration Deadline

In order to be eligible to vote in an election, this form must be postmarked at least **25 days** before the election, or hand delivered or faxed to the local board of elections office no later than **5:00 P.M. on the 25th day** before the election. If faxed, the original must be received no later than 20 days before the election.

You may register to vote in person at a one-stop site in your home county during the one-stop voter registration and absentee voting period that occurs beginning the third Thursday before an election in which absentee ballots are authorized, and ending on the last Saturday before that election.

#### **\*NOTE: EX-FELONS MAY REGISTER TO VOTE IN NORTH CAROLINA**

When a person is convicted of a felony, the Department of Corrections notifies the Board of Elections. By law, this person is then removed from the voting rolls.

Once all incarceration and parole are completed, an ex-felon's citizenship rights are automatically restored. Usually ex-felons receive no paperwork that restores their voting rights. Ex-felons who qualify may register to vote by completing the voter registration/update application and then submitting it to the Board of Elections. The Board of Elections processes ALL voter registration applications, including those completed by ex-felons.

In the event of an eligibility challenge, the Board of Elections requires that ex-felons submit a document from the Clerk of Court from the court of original sentencing which states citizenship rights have been restored.

**REGARDLESS OF LOCATION OF CONVICTION, EX-FELONS MAY REGISTER AND VOTE IN NORTH CAROLINA WHEN ALL INCARCERATION, PAROLE AND PROBATION ARE COMPLETED.**

# Frequently Asked Questions

**Q: How old does someone have to be to register to vote in the State of North Carolina?**

A: Citizens who are 16 years of age and older may pre-register to vote in NC. If 16 and 17 year olds will not be 18 by the next General Election, their registration will be held until they are eligible to vote. The Durham County BOE will contact them via mail when they reach voting age. At that time, they will be sent a Voter Registration Verification card. If changes need to be made to their voter registration information, they may make changes on the card, sign it and mail it back to the BOE. Since citizens must be 18 by the next General Election, some 17 year olds will be eligible to vote in the Primary Election, which is typically held in May.

**Q: Can a person register to vote if they do not have or know their driver's license or social security number?**

A: Yes, a person who does not have this information with them may still register to vote. However, on Election Day at their polling place, they will be asked to show identification or proof of residency. The following are examples of the types of documents that will prove identification or residency on Election Day:

- Current, Valid Photo ID
- Current Utility Bill
- Current Bank Statement
- A Government Document that shows how the name appears on their voter registration.

**Q: Will a person who registers to vote during a voter registration drive get their voter registration card that day?**

A: No, after a voter's registration application is processed, a verification card is mailed to the voter to verify their name, address, party affiliation, and other information. The card also lists the voter's assigned polling place. If any information on this card is incorrect, the voter should make changes in the space provided on the card, sign the card, and return it to the Durham County Board of Elections. Otherwise, the voter should keep the card.

**Q: How many different types of voter registration forms are there?**

A: There are several different types of voter registration forms available, most of which are coded by how they will be received into the BOE office. A copy of the most common type will follow this Q & A section and persons conducting registration drives should become familiar with them prior to a drive.

**Q: What if a person skips a section of the voter registration application? Will they still be a registered voter?**

A: Every registrant **MUST COMPLETE ALL REQUIRED SECTIONS** of the voter registration application in order for it to be processed. If a voter forgets to sign any document sent to the BOE, either for registration purposes or for making a change to their registration, their information cannot be processed. **A VOTER'S SIGNATURE IS REQUIRED ON ANY DOCUMENT REQUESTING VOTER REGISTRATION OR CHANGES IN INFORMATION.**

**Q: What if a registrant does not select a political party affiliation on the application?**

A: Registrants who do not select a political party affiliation will automatically be registered as UNAFFILIATED. Although the political party field is not required in order to process an application, please refer registrants to the back of the application to the section that reads: "You must register with a party to vote in that party's primary unless that party allows unaffiliated voters to vote in its primary."

# Absentee by Mail Frequently Asked Questions

## **Q: I will be away on Election Day. How do I vote by absentee ballot?**

A: Any registered voter in Durham County may request an absentee ballot. **No excuse is necessary.**

## **Q: How do I request an absentee ballot?**

A: All requests for absentee ballots **MUST** be made in writing.

## **Q: What must I include in my written request?**

- Voter's name
- Voter's current residence address
- Voter's date of birth
- Address where ballot should be mailed (*if different from the residence address*)
- A daytime phone number (***in case we have questions or need additional information – for office use ONLY***)
- Voter's signature

## **Q: May someone request an absentee ballot for me?**

A: Yes. A voter's near relative may request an absentee ballot for the voter. In lieu of the voter's signature, the request must include the requester's signature, address, daytime phone number, and relationship to the voter.

## **Q: May I request an absentee ballot by phone or e-mail?**

A: No. Your request must be in writing and mailed or hand-delivered.

### **Mail Request to:**

Durham County Board of Elections  
Attn: Absentee Dept.  
PO Box 868  
Durham, NC 27702

### **Hand-delivered to:**

Durham County Board of Elections  
706 W. Corporation St.  
Durham, NC 27701

## **Q: Do I have to request an absentee ballot for each election?**

A: Yes. However, if you are requesting an absentee ballot for a primary, you may request that a general election absentee ballot be sent to you, as well. The absentee ballots will be mailed separately at the appropriate time.

## **Q: Where do I mail my absentee ballot request?**

A: Durham County Board of Elections Attn: Absentee Dept. PO Box 868 Durham, NC 27702

## **Q: When is the deadline for requesting an absentee ballot?**

A: The deadline to request an absentee ballot is the Tuesday before an election at 5:00 P.M.

## **Q: How do I check the status of my absentee ballot request?**

A: You can track the status of your absentee ballot request at the State Board of Elections website: [www.ncsboe.gov](http://www.ncsboe.gov)

**Q: May another person return my absentee ballot?**

A: Yes, but only if that person is your spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

**Q: May a husband and wife return their absentee ballots in the same envelope?**

A: No. The returned ballot envelope is specific to each voter and must contain that voter's ballot.

**Q: May I hand deliver my voted absentee ballot to the county Board of Elections office?**

A: Yes. Your voted absentee ballot must be in the County Board of Elections Office by 5:00 P.M. on the Monday before an election.

**Q: May I hand deliver my voted absentee ballot to the polls on Election Day?**

A: No. The deadline to return your **voted** absentee ballot is at 5:00 P.M. on the Monday before Election Day.

**Q: When is the deadline for returning an absentee ballot?**

A: The deadline to hand deliver an absentee ballot is the Monday before an election at 5:00 P.M. Mailed ballots must be post-marked no later than the date of the election and received by 5:00 pm, on the Friday after the election.

**Q: May I vote absentee on Election Day?**

A: No. You must vote in your precinct on Election Day.

**Q: When will my absentee ballot be counted?**

A: Absentee ballots are counted at 2:00 P.M. on Election Day, but the results are not posted until 7:30 P.M., after the closing of the polls on Election Day.

**Q: If I vote my ballot by mail or at an Early Voting site, will my ballot be counted?**

A: Yes. Your vote **will** be counted on Election Day, just as if you had voted in your precinct.

**Q: What can a person in possession of a Power of Attorney do for an absentee voter?**

A: A person in possession of Power of Attorney for an individual is not granted the authority to apply for voter registration, to vote in person, or to vote by absentee ballot for the individual.

The next page is the most recent version of the NC Voter Registration/Update Form.  
Older editions can be used and the same rules about qualifications and required information applies.

★ ★ **How to fill out the Voter Registration Application / Update Form** ★ ★

The NC Voter Registration Application/Update form is broken into sections. The following is an explanation of each section. Please encourage the applicant to provide as much information as possible. If the fields marked as “Required” are not completed, then the application will be rejected until the completed information is provided. But any and all other information provided by the voter can help to make the registration process smoother and help to more quickly resolve any errors. Encourage applicants to read the instructions and answer any questions they may have. You may assist the applicant in filling out the form, but you should only put in information as directed by the applicant. The applicant must always sign or mark the application even if they dictated all the information.

**Please instruct applicants to PRINT neatly and legibly!**

<b>1</b>	The Citizenship box <b>must</b> be checked “yes” and one of the boxes concerning the age of the applicant <b>must</b> be checked “yes.” The application <b>cannot</b> be processed without these.
<b>2</b>	The full name and date of the birth of the applicant is <b>required</b> information. The application <b>cannot</b> be processed without these. The County and State of Birth provides helpful information. Few applicants will know their NC Voter Reg. #. That is not a problem.
<b>3</b>	It is very helpful to get either the applicants NC Driver's License # (1 <sup>st</sup> choice), or the last 4 digits of their SS#. This information is strictly confidential and will only be used by the Board of Elections. Applicants who do not provide a valid ID # will be asked to present a form of identification before the first time they vote. Acceptable forms of identification include: A current and valid photo identification, current utility bill, or bank statement, government check or paycheck, or a government document that shows their name and address as it appears on this application.
<b>4</b>	A complete and valid NC residential address is <b>required</b> . Business addresses, PO boxes, etc. are not acceptable. Providing a phone number can be very helpful in resolving any problems with the application. This phone # is confidential and only used by the Board of Elections.
<b>5</b>	This section only needs to be filled out if the mailing address is different than the residential address. Any valid mailing addresses can be used: PO boxes, out of county, out of state, out of country. Like all information on the application, it is the responsibility of the applicant to notify the BOE of any changes of information.
<b>6</b>	If the applicant does not choose a Political Party affiliation they will be registered “Unaffiliated.” The other information in this section is very useful in helping to identify the applicant.
<b>7</b>	This information is useful and will be used to cancel the applicant's voter registration if in another county or state.

**Signature:** The application **must be signed** by the applicant. Without a signature the application will be rejected and the voter will not be registered until a signature is provided.

**Please instruct applicants to PRINT neatly and legibly!**





# NORTH CAROLINA VOTER REGISTRATION APPLICATION

Please use black or blue ink and print legibly.

06w

FOR OFFICE USE ONLY

Date Received

<b>1</b>	Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be at least 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>IF YOU CHECKED "NO" IN RESPONSE TO THIS QUESTION, DO NOT SUBMIT THIS FORM.</b>	Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF YOU CHECKED "NO" IN RESPONSE TO BOTH OF THESE QUESTIONS ABOVE, DO NOT SUBMIT THIS FORM.</b>		

<b>2</b>	Last Name (Required)		First Name (Required)	
	Middle Name (Required)		Date of Birth MMDDYYYY (Required)	
	If you know your NC Voter Registration Number, please enter it here:		County of Birth	
			State of Birth	

<b>3</b>	Do you have a NC Driver's License or DMV-issued identification card? If yes, provide the number. <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you do not have a NC DMV-issued license or ID card, do you have a Social Security Number? If yes, provide the last 4 digits. <input type="checkbox"/> Yes <input type="checkbox"/> No X X X - X X -

## RESIDENTIAL ADDRESS INFORMATION (STREET ADDRESS WHERE YOU LIVE) - No P.O. Boxes or Rural Routes

<b>4</b>	Street Address where you live (Required)		Apartment, Lot, or Unit Number	
	City (Required)		N C	State
	County		Zip Code	
	Have you lived here for 30 days or more? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "No," date moved? MMDDYYYY	Phone (Optional)

## MAILING ADDRESS

<b>5</b>	Mailing Address (If different from your residential address)		
	City		
	State	Zip Code	

### MAP/DIAGRAM

If you do not have a street address, draw a map of where you reside. Please include roads and landmarks.

<b>6</b>	<b>GENDER</b>	<b>RACE</b>	<b>ETHNICITY</b>	<b>POLITICAL PARTY AFFILIATION</b>
	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> African American/Black <input type="checkbox"/> Asian <input type="checkbox"/> White	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Multiracial <input type="checkbox"/> Other	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino  <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Libertarian <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Other  If you indicate a political party that is not currently qualified or you do not indicate a choice, you will be listed as "Unaffiliated."

## PREVIOUS REGISTRATION (Name & Address used for your last voter registration - If applicable)

<b>7</b>	Last Name used in Previous Registration		First Name	
	Previous Address		State	Zip Code
	Previous City		Previous County	

## I Attest, under penalty of perjury, that in addition to having read and understood the contents of this form, that:

- I am a United States citizen, as indicated above;
- I am at least 18 years old, or will be at the time of the next general election, or I am at least 16 years old and understand that I must be at least 18 years old on Election Day of the general election in order to vote;
- I shall have been a resident of North Carolina, this county, precinct, or other election district for 30 days before the election in which I intend to vote;
- I will not vote in any other county or state after submission of this form and if I am registered elsewhere, I am canceling that registration at this time; and
- I have not been convicted of a felony, or if I have been convicted of a felony, I have completed my sentence, including any probation or parole. (Citizenship and voting rights are automatically restored upon completion of the sentence. No special document is needed.)

**WARNING: If you sign this form and know it to be false, you can be convicted of a Class I felony.**

Signature (Required)

Date

version092009-web

Complete, sign and mail this form to your County Board of Elections Office. Be sure to affix the proper USPS postage.

## Helpful information that can ensure successful processing of a Voters Application.

The Application to Register to Vote section serves two purposes. It allows

- ★ New registrants to apply for registration
- ★ Current registrants to update name, party, address, or other changes

Instruct registrants to read the Application to Register to Vote section, including the oath, carefully before completing the form.



### **STOP AND VERIFY REQUIRED INFORMATION**

**The following fields must be completed in order for an application to be processed.**

1. Confirm Citizenship Box is checked
2. Confirm Age 18 or older box **or** at least 16 years old box is checked
3. Confirm Full Legal Name is printed.
4. Confirm Date of Birth is Printed
5. Confirm Durham Residence Address is Printed
6. Confirm Application is Signed and Dated.
7. Confirm print is neat and legible, and that all fields are complete.

### **POLITICAL PARTY AFFILIATION**

Although the Political Party Affiliation field is not required in order to process an application to register to vote, please refer registrants to the section of the form that states:

*You must register with a party to vote in that party's primary unless that party allows unaffiliated voters to vote in its primary. If you indicate a political party that is not qualified or indicate no choice, you will be listed as "Unaffiliated."*

When applicants turn in applications to you, please confirm that these required fields are complete.

### **Special Address Requirements for Durham College Students in Campus Housing.**

- **Duke Students who live in Dorms:** should use Duke West Campus or Duke East Campus (27708) as their physical address, and use their PO Box as their mailing address.
- **Duke Students who live in Central Campus Apartments:** must use the street address of their apartment. They can use the PO Box as their mailing address
- **NCCU who live on Campus:** students should use 1801 Fayetteville Street (27707) as their physical address, and use their PO Box as their mailing address.
- **All other students should use their street address.**

Please Do Not "hold on" to the voter's applications/update forms!

Turn them in as soon as possible for immediate processing.



**North Carolina Voter Registration Supplies Order Form**  
NC State Board of Elections,  
PO Box 27255, Raleigh, NC 27611-7255, (866)522-4723, Fax (919) 715-0135

To ensure that your order is filled correctly please complete all fields. Forms come in boxes of 1000, so please round off your request to the nearest 1000. To order fewer forms, call 1-866-522-4723

<b>Date:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Agency:</b>	<b>Phone (Alternate):</b>
	<b>Fax:</b>
	<b>Email:</b>

Description of Form	Quantity
01- Division of Social Services	
02- Disabilities Services Agencies	
03- Employment Security Commission	
06- Mail-in	
07- In-Person/Voter Registration Drives*	
08- Libraries, High Schools, Institutes of Higher Learning	
09- Español/Spanish	
	<b>Total:</b>

<b>Shipping (Physical) Address:</b>	<b>Mailing Address:</b> <input type="checkbox"/> Same as shipping
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*\*Under North Carolina law, it is the obligation of any individual who receives a completed voter registration application from an applicant who entrusts that individual to submit the application for him or her, to submit it to the appropriate board of elections office by the 25<sup>th</sup> day before an election. Failure of that individual to do so may result in a Class 2 Misdemeanor.*

<b>For Office Use Only</b>		<b>Signature of person ordering:</b>  <hr style="border: 0; border-top: 1px solid black;"/>  <b>Date</b> _____
Order Number:		
Date Order R'cvd:		
Ship Date:		